

---

## Dublin Airport Capacity Optimisation Incentive Scheme (“the Scheme”)

---

### 1. Scheme Outline

An airline that indicates it is prepared to move operations out of a congested period as defined by daa plc (“daa”) in accordance with the Scheme criteria, may benefit from a discount on qualifying airport charges. Discounts will apply to; (i) passenger service charge, (ii) aircraft parking charge, (iii) airbridge use charge, and (iv) runway movement charge (together the “Qualifying Charges”). Details of these charges are set out in the document entitled “Dublin Airport Charges, including Terms and Conditions<sup>1</sup>”.

For the avoidance of doubt, Qualifying Charges do not include charges: (i) introduced by daa in compliance with National or European legislation; (ii) introduced by the Commission for Aviation Regulation; (iii) relating to additional services provided by daa, including but not limited to, the persons with reduced mobility charge (“PRM Charge”), (iv) set out in the Miscellaneous<sup>2</sup> Charges Booklet or (v) any environmental-related charge.

### 2. Discounts Available

Approved routes operating on a year-round or seasonal basis, are afforded the following discounts for between 1 to 3 years depending on the significance of the capacity released as measured by the matrix in Appendix B:

Option	Discount on Qualifying Charges
1	36%, 28%, 20% over 3 successive years
2	18%, 14%, 10% over 3 successive years
3	10% over 2 successive years
4	10% for one year

The Scheme shall operate for its duration subject to the level of discount awarded, commencing on the date of the airline’s first approved flight (the “Commencement Date”) and ending on the expiry of the relevant period from the Commencement

---

<sup>1</sup> [www.dublinairport.com/docs/default-source/default-document-library/dublin-airport-charges-2018-including-terms-and-conditions.pdf?sfvrsn=0](http://www.dublinairport.com/docs/default-source/default-document-library/dublin-airport-charges-2018-including-terms-and-conditions.pdf?sfvrsn=0)

<sup>2</sup> [www.dublinairport.com/regulation-and-planning/airport-charges](http://www.dublinairport.com/regulation-and-planning/airport-charges)

Date (the “Termination Date”). Following the Termination Date, Qualifying Charges will be charged at the standard rate as published.

### **3. Approval Criteria**

- a) Subject to daa’s approval, the scheme is open to all operations once they meet the criteria laid out.
- b) Discounts will not be awarded on a route or routes also served by another carrier in the new terminal location where that other carrier is paying full charges on that same route.
- c) In order to avoid cases of double discounting, if the discountable flight is availing of daa Long-haul or Short-haul Route Support Schemes or Remote & Satellite Stands Usage Scheme, the Capacity Optimisation Scheme will not apply.

### **4. Qualification**

- a) The service must have been an established operation operating for at least the previous 12 months.
- b) The scheme is only available to scheduled operations with two or more flights a week for the full year.
- c) The proposed move must free capacity in either check-in desks or stand usage or both.
- d) daa retains the sole discretion to determine if the proposed move frees the necessary additional capacity.
- e) daa retains the sole discretion to determine whether freed capacity is likely to be taken up by another operator. Only where daa considers that take up of the freed capacity is likely in the short term will a discount be applied.
- f) The schedule timings of the proposed route have been approved by Dublin Airport’s slot coordinator and any slot change request issued by the slot coordinator has been fully complied with. Operators which are deemed to be

operating off slot by the coordinator will not qualify for the Scheme. In such instances, the slot coordinator shall notify the operator of its non-compliance.

- g) daa may consider operations that substantially meet (but not in full) the above criteria for discounts if the freed capacity is of strategic importance to the airport.

## **5. Application and Operation of the Scheme**

### **a) Application Procedure**

- i. Applications for entry into the Scheme must be in the format of the Application Form contained in Appendix A of this document. Applicants should send back Appendix A filled in along with the scheme document.
- ii. All applications should be received at least one calendar month prior to the Commencement Date of the move.
- iii. Discounts will only be applied once the move has taken place.

### **b) Approval Letter**

- i. An operator whose proposal has been accepted under the terms of the Scheme will receive a Support Approval letter from the Managing Director, Dublin Airport (business unit of daa) to this effect (the "Approval Letter"). This letter constitutes an acceptance by daa of the move proposal, subject to the operator operating in full accordance with its move proposal. No operator will be considered approved for support under the Scheme until it has received such an Approval Letter.
- ii. If an operator which has received an Approval Letter and fails to move the identified service on the Commencement Date as set out in the Approval Letter, such approval shall automatically expire and be invalid unless daa otherwise consents in writing.

### **c) Payment of Discount**

- i. Any qualifying discount is offset against the customer's account. In this regard, the operator is levied at the discounted rate.

- ii. The approved move will be afforded discounted charges for the duration of its participation in the Scheme.

## **6. Application of Discount**

- a) Airbridge charges will be applied for all airbridge-compatible aircraft occupying an airbridge-served stand whether or not the airbridge is used. The billed period for airbridge charging purposes will be the same as that used for aircraft parking charges - see the Terms and Conditions.
- b) For the purposes of the Scheme, discounted airport parking charges and discounted airbridge charges will mean a discount on parking and airbridge related to the departure movement on the qualifying route for a maximum period of 1.5hours.
- c) Where an aircraft parking period occurs fully or partly during the charge-free period defined as “night-time” in the Terms and Conditions, no further discounts on aircraft parking or airbridge will be given.
- d) For qualifying services, operation to/from a contact stand will be at the discretion of daa, and therefore availability of a contact stand cannot be assumed. Stands are allocated in accordance with the published stand allocation criteria on the Dublin airport website.
- e) If an operator alters its ticketed and/or operated scheduled timings, daa must be notified. Approval may be withdrawn if the operator does not operate to the scheduled timings as approved by the slot coordinator and as notified by the operator in its original application.

## **7. Amendment or Termination of the Scheme**

- a) The Scheme will apply or continue to apply only as long as:
  - i. the qualifying criteria for the Scheme are met;
  - ii. an operator is fully compliant with the Dublin Airport Charges, including the Terms and Conditions;
  - iii. invoices for all airport charges and any other fees or costs incurred by daa in respect of any services provided by daa to the operator are duly paid

(including adhering to credit terms in respect of all daa invoices, unless daa, in its absolute discretion, shall otherwise determine);

- iv. any amounts determined as due to daa as part of the outcome of any legal process are paid; and
- v. all other contractual agreements in existence between an operator and the daa are adhered to in full and all applicable licence agreements and other commercial arrangements are completed, signed off and are being adhered to in full.

Where an operator is found to be in breach of the above requirements, daa reserves the right to proportionately reduce the level of discount otherwise due under the Scheme applicable to invoices payable by the operator.

- b) The discount shall remain valid for the duration of the scheme provided that the services which moved remain operating in the new location throughout.
- c) daa reserves the right to amend the terms of the Scheme at any time, including the criteria for eligibility to participate in the Scheme.

## Appendix A: Capacity Optimisation Incentive Application Form

Application Form				
Airline Name				
Billing Address				
Contact Email				
Contact Name				
	<b>Route 1</b>	<b>Route 2</b>	<b>Route 3</b>	<b>Route 4</b>
Routes Moving ICAO/IATA Codes				
Summer Weekly Frequency (Max)				
Winter Weekly Frequency (Max)				
Aircraft Type 1				
Aircraft Type 2				
Aircraft Type 3				
Aircraft Capacity 1				
Aircraft Capacity 2				
Aircraft Capacity 3				
Proposed Move Date				
Number of Check-In Desks Used per Flight				
Hours Open Before STD				
US CBP Used Yes/No				
Approved Slot Departure Time (Local Time)				
Departure Flight Number(s)				

## Appendix B: Evaluation Factors Matrix

Capacity Optimisation Scheme – Evaluation Factors Matrix				
Weighting	Evaluation Factors	Evaluation		
1	Frequency of service proposed to move	>= 7 times a week		
		>3 and <7 times a week		
		<= 3 times per week		
	Service currently located in T1/T2	T2		
		T1		
Service operates:	Year round			
	Seasonal			
2	Number of check-in desks freed per flight	>4		
		2-4		
		<2		
	Block of time for which check-in desks are freed	>3 hours		
		2-3 hours		
<2 hours				
3	Number and Type of stand(s) freed	Wide-body (2 NBE)		
		Narrow body (1 NBE)		
		CBP stand		
	Block of time for which stand(s) are freed	Wide-body	>3 hours	
			1 & 1/2 – 3 hours	
			<1 & 1/2 hours	
		Narrow body	>3 hours	
			1 & 1/2 – 3 hours	
			<1 & 1/2 hours	
4	Time Block	06:00-13:00		
		13:05-22:59		
		23:00-05:59		
5	Freed capacity will be taken up by alternative carrier(s)	Yes		
		No		
6	Is the route(s) already served in the terminal being moved to?	Yes		
		No		